PONY

ICT

Final Revision

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Prepared by:

Mr. Gamal Abdelnasser Rizk

Ms. Suzy Atef

final Revision

① Summary

Theme 3 — Digital Citizenship

Lesson 2

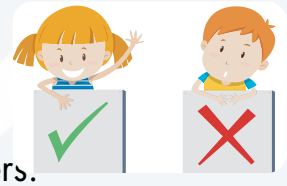
Digital Citizenship

- As a digital citizen, you have both rights and responsibilities.

Rights:

1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

Responsibilities:



1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in your interactions with others.
4. Ensure safe sharing online.

Social Responsibility

- **You can use the internet to:**
  1. help others via social media.
  2. contribute in social activities that help solve social issues, like:
     - 1- Improving health care
     - 2- Fighting pollution
     - 3- Fighting the factors affecting climate change

Corporate Social Responsibility

- **Companies use the internet to help others by:**
  1. addressing environmental concerns
  2. supporting important causes.
- Many companies include CSR tasks as part of their business plans.

Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.

Lesson 4

There are reliable online libraries, such as:

1. The EKB
2. The Alexandria Digital Library

The Egyptian Knowledge Bank (EKB) offers:

- **The world's largest collection of online educational resources including:**
  - Articles
  - Dictionaries
  - Encyclopedias
  - Books
  - Videos
  - Audios
  - Interactive files

- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful Website Features

- **Helpful websites may contain:**
  1. Search engines inside the website(EKB and ADL have specialized search engines).
  2. Menus: They help you to avoid scrolling and save time.
  3. Icons: When clicked, they move you to other sections or webpages.
  4. Contact and about fields: To learn more about the people involved in a website.

5 About links: Contain taglines "pieces of information"summarizing the website's theme.

Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.

Lesson 5

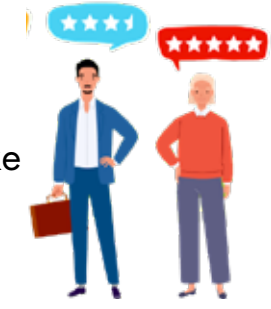
1 Commercial Websites	2 Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website	Egyptian Knowledge Bank

We can get information about any product from

- 1 Reviews
- 2 Advertisements

1 Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.



- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

❷ Advertisements:

- Websites can use information about your online activity to place advertisements, related to your interests.

Lesson 6

- Microsoft Edge is the web browser that comes with Microsoft Windows
- It helps you browse, search, stream, and more.
- **The Collections feature in Microsoft Edge**
  - It organizes research in one place and on multiple devices.
  - You can add videos, images, text, links, notes, and entire webpages.
  - You can export each collection to other apps, such as Excel and Word.
  - To start a collection:
  - Select Collections on the Toolbar → Select Start a New Collection.
- **Writing Help – Microsoft Editor**
  - Microsoft Editor is used to check for spelling and grammar.

Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation

Lesson 7

- **Using Sources for Research**

❶ Online Libraries:

- They sometimes include dictionaries, thesauruses, and encyclopedias.

Examples of online libraries

Alexandria Library

EKB

- They have secure and verified information.
- Creative Commons Search:
  - Offers copyright-free information.
  - Not all Creative Commons sources are verified or accurate, so be careful.

❷ Online Maps:

- They can provide clear, accurate, and updated directions, such as Google Maps.

❸ Online Museums:

- They allow you to view museums digitally, also include information about each museum.

❹ Specialized Search Engines:

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

❺ Online Maps:

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.

Lesson 8

❶ **Synchronous Communication:**

- It is a real-time communication.

Synchronous Communication Tools

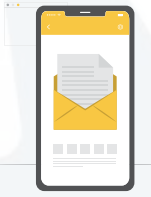
- Video chats
- Live TV shows
- Instant chat rooms

Synchronous communication is useful when:

1- You are writing about a lighthearted, everyday matter.
2- When communicating with friends or family.
3- When you need an immediate or quick response.

❷ Asynchronous Communication:

- It doesn't occur in real-time.
- It doesn't require an instant response.



Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

Asynchronous communication is useful when:

1- You are writing about serious or complicated matters.
2- When communicating with someone you don't know well.
3- When communicating with someone in authority.
4- When you don't need an answer right away (immediate answer).

Effective Communication Tips

1- Be polite
2- Be patient
3- Be helpful
4- Be clear

Theme 4 Software Projects

Lesson 2

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart.
- Update in Windows:

Start button → Settings → Update and Security → Windows Update

- Update in Android: System → System Update

Binary Numbers System

- To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for 30 seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 4

- Before starting your project, discuss it in groups:

❶ The final product ❷ The tools needed ❸ Assigning roles

- Microsoft Word is an efficient program to use when working on projects.

- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.

- Use emails to send your work to other group members or to your teacher.

Lesson 5

To add	To subtract	To multiply	To divide
+	-	*	/

1 Add up numbers:

Home Tab → AutoSum → Enter

2 Add titles to a graph/chart

Toolbar → Chart Design → Add Chart Element

3 Choose the color of a graph/chart:

Toolbar → Chart Design → Format

4 Choose the type of a graph/chart: Toolbar

Toolbar → Chart Design → Change Chart Type

5 Choose the layout of a graph/chart:

Toolbar → Chart Design → Quick Layout

Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6

- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- In PowerPoint, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7

- **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation
- **Storyboard helps you to:**
  1. organize and plan your ideas
  2. pre-visualize the results of a presentation
- To see an overview of your presentation, go to View → Slide Sorter

The 10-20-30 Rule of Microsoft PowerPoint

- 10: Number of slides up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30

Lesson 8

Creating a Web Page

- You can create your story through:

  ❶ Website-building program ❷ Microsoft Word

- In MS Word, to save a file as a web page:

  File ⟶ Save As ⟶ Web Page

- HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.
- Headings should have a larger font size than the rest of the text.
- Subheadings break up the information, they have a smaller font size than headings.
- Text size should be suitable and smaller than subheadings.
- Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.

final Revision ② Model Exams

1 Choose the correct answer:

1 Digital citizenship is divided into ..... .
a. rights b. responsibilities
c. both a and b d. none of them

2 The ..... content has/have specialized search engines.
a. Contact link b. About link c. both a and b d. none of them

3 Which of the following is an example of a commercial website?
a. EKB b. Amazon c. Both a and b d. All of them

4 ..... is a web browser that comes with Microsoft Windows.
a. Microsoft Word b. Microsoft Edge
c. Both a and b d. None of them

5 Which of the following is an example of a reliable online library?
a. Alexandria Digital Library b. The Egyptian Knowledge Bank
c. Both a and b d. All of them

6 Asynchronous communication tools include ..... .
a. live television shows b. emails
c. instant chat rooms d. all of them

7 Use ..... to perform a search.
a. Google b. Home c. Paint d. PowerPoint

8 ..... help programs to run more efficiently.
a. Updates b. Installs c. Removers d. Scans

9 When creating a new email, you can attach ..... .
a. a text file b. an image file
c. a video file d. all of them

10 ..... program is used to create tables and graphs.
a. MS Word b. MS Excel
c. MS PowerPoint d. WhatsApp

11 An effective presentation is just like a ..... .
a. TV show b. story c. movie d. all of them

12 ..... program is used to make slideshows.
a. MS Word b. MS Excel c. MS PowerPoint d. Paint

13 Using a large image can ..... information for your story.
a. hide b. provide c. break up d. ignore

14 Using the internet by companies to help others and address environmental causes is known as ..... .
a. challenges b. showdowns
c. Corporate Social Responsibility (CSR)
d. individual responsibility

15 ..... is one of the rights of digital citizenship.
a. Privacy
b. Protection from piracy
c. The ability to engage with others online
d. All of them

16 ..... program is used to create websites.
a. Photoshop b. Keyboard c. WordPress d. None of them

17 ..... is an example of a non-commercial website.
a. Jumia b. Amazon
c. Alexandria Digital Library d. PowerPoint

18 Microsoft Edge can help you ..... .
a. browse b. search c. stream d. all of them

19 Google Maps are ..... .
a. accurate b. regularly updated online
c. both a and b d. none of them

20 One of the asynchronous communication digital tools is ..... .
a. video chats b. chat rooms
c. recorded videos d. none of them

21 To turn your device off, hold down the ..... button.
a. power b. Esc c. enter d. space

22 To send your work to other group members or to your teachers, use ..... .

a. Microsoft Word b. Paint c. emails d. Excel

23 Information can be collected using ..... .

a. Photoshop b. Excel c. Paint d. none of them

24 In PowerPoint, you can add ..... to a slide.

a. sounds b. shapes c. videos d. all of them

25 When creating a presentation, the font size should be ..... .

a. difficult to read b. very small c. easy to read d. boring

26 To save your document as a webpage, select Save As from the ..... menu.

a. View b. File c. Design d. Home

27 Protection from piracy on the internet is one of your ..... .

a. rights b. ideas c. interactions. d. properties

28 If you do not use official stores, only download software from ..... sources.

a. reliable b. unreliable c. harmful d. dangerous

29 Digital citizenship includes rights such as your ..... .

a. privacy b. location c. keyboard d. none of them

30 ..... is an example of reliable online libraries.

a. Alexandria Digital Library b. The Egyptian Knowledge Bank

c. Both a and b d. All of them

31 The color of the graph can be chosen from the command ..... .

a. Add Chart Element b. Format

c. AutoSum d. Quick Layout

32 ..... is/are used to add cell values automatically in Excel.

a. Auto Add b. Auto Cell c. AutoSum d. a and b

33 You can use the ..... tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.

a. Design b. View c. Insert d. Home

34 Online maps can provide clear and accurate ..... .
a. engines b. schools c. directions d. none of them

35 When you are communicating online, you should be ..... .
a. fast b. helpful c. digital d. all the previous

36 ..... program is used to make a film from a selection of still images.
a. Word b. Paint c. Excel d. Movie Maker

37 Most software programs, like ....., are download from the internet.
a. MS Office b. Google Chrome
c. a and b d. none of them

38 ..... is a program used when working on projects to write and format texts.
a. Word b. Excel c. PowerPoint d. Paint

39 You can use the ..... sign to add the values of cells in Excel.
a. + b. = c. * d. /

40 You can insert ..... to make a text have even more impact.
a. Save b. WordArt c. Paint Art d. Art

41 A webpage's ..... breaks up the information and allows your audience to see what a particular section of your story is about.
a. heading b. subheading
c. main text d. link

42 ..... language is used to create websites.
a. WordPress b. Google c. Website d. HTML

43 ..... is considered one of the reliable online websites.
a. Facebook b. Forums c. EKB d. YouTube

44 To start a new collection on Microsoft Edge web browser, you can press ..... .
a. Start New Collection b. Copy Fill
c. Paste Fill d. Edit Fill

45 ..... is a chart that shows a specific content sequence in the form of a chart.
a. Storyboard b. Playlists c. Playback Tools d. Menu Bar

46 ..... is a way to share information.
a. Pollution b. Privacy c. Social media d. None of them

47 You can save the images you create and insert them into your document using ..... .
a. interviews b. emails c. Paint d. Facebook

48 Information can be collected using ..... .
a. Photoshop b. Excel c. Paint d. none of them

49 ..... help you save time and find information easily.
a. Contacts b. Menus c. URLs d. Posts

50 ..... are used to determine accurate directions.
a. online museums b. online maps
c. online libraries d. online meetings

51 Computers understand data through ..... electrical signals.
a. Mono 1 b. Binary 2 c. Trilogy 3 d. Quad 4

52 One of the synchronous communication tools is ..... .
a. text messages b. recorded voices
c. instant chat rooms d. emails

53 When downloading a file from the internet, you will find it in the ..... .
a. Recycle Bin b. Pictures folder
c. Trash Window d. Downloads folder

54 The use of technology to collect data is crucial in ..... for the future.
a. saving b. planning c. searching d. printing

55 For collecting data, you can use ..... .
a. Word b. a pen and paper
c. Paint d. both a and b

56 The first screen a visitor will see when visiting your site is called the ..... .
a. Menus b. Homepage c. Contacts d. About

57 The presentation must not contain more than ..... slides.
a. 10 b. 20 c. 30 d. 40

58 Subheadings have ..... font size than headings.
a. a bigger b. a smaller c. a larger d. the same

59 ..... is considered one of the non-commercial websites.
a. Facebook b. Amazon c. EKB d. YouTube

60 Protection from ..... is from your rights online.
a. piracy b. privacy c. both of them d. none of them

61 ..... are found directly within a webpage and provide results based on what you type in the field.
a. Menus b. Icons c. Search engines d. Links

62 One of the features of the EKB website is that it ..... .
a. contains few sources b. is free to use for all Egyptians
c. contains unreliable sources d. all the previous

63 ..... is one of the specialized search engines.
a. Bing b. Word c. Excel d. Paint

64 The Editor icon is in the Word's ..... .
a. Title bar b. Scroll bar c. Toolbar d. Menu bar

65 Online ..... sometimes include dictionaries, thesauruses, and encyclopedias.
a. museums b. maps c. libraries d. archives

66 You can click on the ..... field to reach other sections or webpages.
a. Icons b. Menus c. About d. Contact

67 When you start creating your website, you can choose ..... .
a. a pre-loaded template b. a blank template
c. a and b d. none of the previous

68 Before opening any email attachment, you should make sure that it is ..... .
a. a virus b. safe c. dangerous d. checked

69 The result of the equation (= A3 + B3) will be ..... in case of A3 = 5 and B3 = 3.
a. 2 b. 8 c. 15 d. 2.5

70 We add ..... to enhance the text, provided that it is related to the displayed data and is not distracting.

a. graphics b. audio
c. video clips d. texts

71 To solve the problem of the screen freezing, click ..... .

a. F5 + Enter b. Del + F1
c. Del + Alt + F7 d. Ctrl + Alt + Del

72 It is better not to exceed the duration of a presentation by more than ..... minutes.

a. 10 b. 20 c. 30 d. 40

73 ..... reviews include positive reviews written by businesses to make their products more appealing.

a. Personal b. Fake c. General d. Trusted

74 ..... is one of the examples of specialized search engines.

a. Bing b. Word c. Excel d. Paint

75 Synchronous communication tools include ..... .

a. emails b. instant chat rooms
c. recorded videos d. Google search engine

76 We should not spread ..... information.

a. nice b. good c. right d. false

77 The ..... feature in Microsoft Edge organizes research in one place and on multiple devices.

a. Search b. Collections
c. Chat d. Editor

78 To set up a Word document to be edited by numerous users, you need a/an ..... .

a. internet connection b. printer
c. interview d. camera

79 You can use ..... to check for spelling and grammar errors.

a. Microsoft Editor b. Microsoft Excel
c. Microsoft Windows d. none of them

80 Microsoft Word program is one of ..... apps.
a. Microsoft Office 365 b. programming languages
c. Microsoft Windows d. gaming platforms

81 ..... is the hypertext markup language.
a. Java b. HTML c. SQL d. Python

82 The meta information of the sites are placed ..... each link.
a. above b. below c. opposite to d. next to

83 To check for updates in Android, go to ....., then System Update.
a. System b. Search Box
c. Taskbar d. File

84 Rivals may post ..... reviews on competitors' sites to prevent potential customers from making a purchase.
a. positive b. fake c. grateful d. supportive

85 The ..... tab contains the AutoSum function.
a. Layout b. Design c. Home d. Formula

86 You can put important text in a ..... font to make key information stand out.
a. bold b. save c. hold d. file

87 To see an overview of your presentation, click View, then ..... .
a. Slide Sorter b. Design Tab c. Home Tab d. Slide Show

88 A webpage can be opened using the ..... program.
a. Paint b. Browser c. Antivirus d. text editor

89 ..... program is used in creating websites.
a. Excel b. Word c. WordPress d. Paint

90 To edit a document in a Word file, you must ..... the document.
a. paste b. select c. copy d. delete

91 Microsoft Edge can help you ..... .
a. browse b. search c. stream d. all of them

92 The Editor icon is located in the Word's ..... .
a. Title bar b. Toolbar c. Menu bar d. none of them

93 The purpose of non-commercial websites is ..... .
a. selling products
b. providing information
c. otherwise
d. making profits

94 Go to Collection at the ..... corner of Microsoft Edge to start a new collection.
a. up
b. down
c. right
d. left

95 You can use ..... to check for spelling and grammar errors.
a. Microsoft Editor
b. Microsoft Excel
c. Microsoft Word
d. Collections feature

96 When you are communicating online, you should be ..... .
a. fast
b. helpful
c. digital
d. all the previous

97 To start a collection in Microsoft Edge, you can select ..... .
a. Start New Collection
b. New Webpage
c. New File
d. New Slide

98 ..... is a program used for writing and formatting text when working on projects.
a. Word
b. Excel
c. PowerPoint
d. Paint

99 A storyboard helps you make a presentation ..... .
a. unorganized
b. organized
c. not understandable
d. confusing

100 The 10-20-30 rule is used in ..... .
a. PowerPoint
b. Outlook
c. Paint
d. Excel

2 Put (✓) or (✗):

1 Protection from piracy on the internet is from digital citizenship rights. ( )
2 The content of EKB is suitable for children only. ( )
3 The internet is used to improve healthcare provided to citizens. ( )
4 Some reviews may not be entirely fake, but they may be misleading. ( )
5 Respecting others' privacy is from the digital citizenship responsibilities. ( )

6 You can't add a video to a collection in Microsoft Edge. ( )

7 Google Chrome is one of the browsers that comes with Microsoft Windows. ( )

8 The internet contributes to social activities, which helps in some social issues. ( )

9 Exhibiting positive behavior in interactions with others on the internet is considered one of the digital citizenship responsibilities. ( )

10 Online maps can provide clear and accurate directions to the required places. ( )

11 It is important to make sure of the source of information you get about different topics. ( )

12 Meta information allows you to read more about the site before clicking on the link. ( )

13 You can save and edit an image by using Movie Maker program. ( )

14 Synchronous communication tools include video chats. ( )

15 The Egyptian Knowledge Bank provides many free various educational materials. ( )

16 Asynchronous communication is a real-time communication between people. ( )

17 The Insert tab offers alternatives to the normal black-and-white design of your presentation. ( )

18 The Egyptian Knowledge Bank website provides the ability to download files to your device. ( )

19 We use AutoSum to automatically subtract numbers in Excel. ( )

20 The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ( )

21 The purpose of commercial websites is to sell products or provide services. ( )

22 Microsoft Edge enables you to create databases. ( )

23 Amazon is an example of a commercial website. ( )

24 Microsoft Edge enables you to add images, text, and links. ( )

25 The Egyptian Knowledge Bank is considered a non-commercial website. ( )

26 Microsoft Edge is the web browser that comes with Microsoft Windows. ( )

27 Asynchronous communication requires communication and immediate responses between people. ( )

28 Digital libraries provide searching for various media, such as images and videos, and downloading it. ( )

29 Google digital maps enable you to find clear and accurate directions for places. ( )

30 Instant chat rooms are asynchronous communication tools. ( )

31 Electronic museums allow users to view the museum on digital devices. ( )

32 Computers use binary to store data more efficiently. ( )

33 Updates help programs to run more efficiently. ( )

34 Microsoft Paint is used for writing and formatting text. ( )

35 Assigning roles is based on the interests of each group member. ( )

36 You can use Excel to send your work to other group members or to your teacher. ( )

37 Paint program is used to check for spelling and grammar errors. ( )

38 Information can be collected using Photoshop. ( )

39 Electronic mail is considered one of the synchronous communication tools, which require an instant response. ( )

40 Respecting others' intellectual property when using their material is not important. ( )

41 The Egyptian Knowledge Bank provides many free educational resources. ( )

42 In PowerPoint, photographs should reflect the topic of your message. ( )

43 Microsoft Excel is used to gather data and information. ( )

44 Graphs and charts are good ways to share data. ( )

45 Collecting information is the first step in digital information-handling skills. ( )

46 Use "Change Chart Type" to choose the color of the graph. ( )

47 Microsoft PowerPoint is used to create a spreadsheet. ( )

48 The internet enables you to download programs and applications from official application stores. ( )

49 All software updates require a restart. ( )

50 When you download a file for a specific program, this file appears to you in the Downloads folder. ( )

51 Computers do not understood numbers in binary systems. ( )

52 The software on the computers must be constantly updated to work efficiently. ( )

53 The binary system uses 0,1 to express numbers on computers. ( )

54 MS Word program is used when working on various projects. ( )

55 Microsoft Word allows multiple users around the world to edit the same document online. ( )

56 Paint program is used to edit and save images. ( )

57 Microsoft Word is one of the useful programs for the implementation of a project. ( )

58 Before starting a project, it is not necessary for group members to understand their roles in the project. ( )

59 Email helps you send your work to your teacher and group colleagues. ( )

60 Using Excel, you can add up a group of cells. ( )

61 Graphs and charts are good ways to share data. ( )

62 Using Excel, you can perform a calculation on a group of cells. ( )

63 PowerPoint program allows adding effects to slides. ( )

64 Paint program helps you classify and process information. ( )

65 It is better to add audio content to enhance the text and image on the presentation. ( )

66 The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )

67 HTML is considered a hypertext markup language. ( )

68 The presentation should contain a huge amount of information. ( )

69 We use Movie Maker to make a film from a selection of still images. ( )

70 You can add videos in your presentation. ( )

71 Hypertext Markup Language (HTML) helps you to design a webpage. ( )

72 Excel program is used to create presentations. ( )

73 A PowerPoint presentation shouldn't present too much information. ( )

74 You can use PowerPoint to show information in an appealing way by adding audio to enhance the text. ( )

75 Determining the final product of your project is the last step to start your project. ( )

76 A PowerPoint presentation must present too much information. ( )

77 PowerPoint is used to make a storyboard to help producing an effective presentation. ( )

78 The 10-20-30 rule is used in Microsoft PowerPoint. ( )

79 The font size within the presentation should be appropriate and easy to read. ( )

80 It is recommended to update the software installed on your device regularly. ( )

81 Companies also use the internet to help others by addressing environmental concerns. ( )

82 Respecting the privacy of others is one of the rights of citizenship. ( )

83 Icons can be clicked to reach other sections or webpages. ( )

84 Downloading files from the EKB to your device is not allowed. ( )

85 We can use Paint to create webpages. ( )

86 HTML is a program for creating presentations. ( )

87 The information you share is not required to be clear to other. ( )

88 Respecting the privacy of others is one of the social responsibilities. ( )

89 You can save a Word file as a webpage. ( )

90 HTML is the language that will be displayed on a web browser. ( )

91 If a site is spreading false or harmful information, stop visiting that site. ( )

92 Pressing and holding down the power button for several minutes is one of troubleshoot screen freezes. ( )

93 You can research a topic without using the internet. ( )

94 To automatically add up numbers in cells, select them and choose AutoSum. ( )

95 The font in a PowerPoint presentation should be no smaller than 30 points. ( )

96 The size of the text on webpages must be appropriate and smaller than subheadings. ( )

97 Social responsibility includes expressing your positive opinions and respecting others' opinions. ( )

98 You can't export a collection to Excel or Word. ( )

99 If someone needs help communicating online, don't share what you know. ( )

100 Websites do not include meta information. ( )

Answers

1

1- c	2- d	3- b	4- b
5- c	6- b	7- a	8- a
9- d	10- b	11- d	12- c
13- b	14- c	15- d	16- c
17- b	18- c	19- c	20- c
21- a	22- c	23- b	24- d
25- c	26- b	27- a	28- a
29- a	30- c	31- b	32- c
33- a	34- c	35- d	36- d
37- c	38- a	39- a	40- b
41- b	42- d	43- c	44- a
45- a	46- c	47- c	48- b
49- b	50- b	51- b	52- c
53- d	54- b	55- d	56- b
57- a	58- b	59- c	60- a
61- c	62- b	63- a	64- c
65- b	66- c	67- c	68- b
69- b	70- b	71- d	72- b
73- b	74- a	75- b	76- d
77- b	78- a	79- a	80- a
81- b	82- b	83- a	84- b
85- c	86- a	87- a	88- b
89- b	90- b	91- d	92- b
93- b	94- c	95- a	96- b
97- a	98- a	99- b	100- a

2

1- ✓	2- ✗	3- ✓	4- ✓
5- ✓	6- ✗	7- ✗	8- ✓
9- ✓	10- ✓	11- ✓	12- ✓
13- ✗	14- ✓	15- ✓	16- ✗
17- ✗	18- ✓	19- ✗	20- ✗
21- ✓	22- ✗	23- ✓	24- ✓
25- ✓	26- ✓	27- ✗	28- ✓
29- ✓	30- ✗	31- ✓	32- ✓
33- ✓	34- ✗	35- ✓	36- ✗
37- ✓	38- ✗	39- ✗	40- ✗
41- ✓	42- ✓	43- ✓	44- ✓
45- ✗	46- ✗	47- ✗	48- ✓
49- ✗	50- ✓	51- ✗	52- ✓
53- ✓	54- ✓	55- ✓	56- ✓
57- ✓	58- ✗	59- ✓	60- ✓
61- ✓	62- ✓	63- ✓	64- ✗
65- ✓	66- ✓	67- ✓	68- ✗
69- ✓	70- ✓	71- ✓	72- ✗
73- ✓	74- ✓	75- ✗	76- ✗
77- ✓	78- ✓	79- ✓	80- ✓
81- ✓	82- ✗	83- ✓	84- ✗
85- ✗	86- ✗	87- ✗	88- ✓
89- ✓	90- ✓	91- ✓	92- ✗
93- ✓	94- ✓	95- ✓	96- ✓
97- ✓	98- ✗	99- ✗	100- ✗